

East Providence Housing Authority

REGULAR MEETING

April 7, 2009

The Regular Meeting of the Board of Commissioners of the East Providence Housing Authority was held on the above date at Harbor View Manor. The meeting was called to order at 5:00PM by Chairman Richard Smith.

The Pledge of Allegiance was lead by Executive Director Paul Tavares and recited by those in attendance.

ROLL CALL:

Present: Chairman, Richard Smith, Vice Chairperson, Marianne Barao, Commissioners, John Faria, Dorothy Tillou, Lynn Vargas and Director Paul Tavares. Commissioner Antero Braga and Anthony Palumbo were excused.

APPROVAL OF MINUTES:

Regular Meeting – February 17, 2009, Motion by Commissioner Faria to accept the minutes as presented, Second by Commissioner Barao. All Commissioners voted aye.

PRESENTATIONS:

None

DIRECTOR'S REPORT:

Director Tavares took this opportunity to extend to the Commissioners, Staff and Residents, his and his family's appreciation for all the courtesies and acts of sympathy that had been extended to them for the loss of his son.

Commissioners were then given a report as to the process and final outcome of the hiring of a Facilities Manager and Maintenance Worker. Advertisements were placed in the *Providence Journal*, *The Portuguese Times*, and *The Providence En Espanol*. 162 responses were received and reviewed.

Mr. David Bairos of East Providence was chosen and hired as a Maintenance Worker II. David has 22 years of experience in maintenance at the American Insulated Wire Company. In addition he owns and maintains 17 residential units. He started work on March 23rd.

Mr. Antonio Cunha of East Providence was chosen and hired as the Facilities Manager. Tony has 28 years of maintenance experience with the Cumberland Farms Company. He had maintenance responsibility for 75 stores across Rhode Island and Massachusetts. In addition he owns and maintains residential units. His first day with the Authority was on April 7th. Mr. Cunha was in attendance and was introduced to the Commissioners.

Commissioners were given a list of all applicants.

Director Tavares informed the Commissioners about the HUD REAC inspections. He told them that the original inspection was conducted on 1/13/09. HUD then requested what is called a "Quality Assurance Inspection" to be held on January 29th at Harbor View and Warren Avenue Apartments. This inspection is for HUD's use to check on their independent contract inspectors. Said inspections resulted in discrepancies between the two inspections and thus a third inspection took place on April 2nd. Only one Health and safety violation was found, that being with the electrical box belonging to AT & T on the roof at City View. Said violation has been corrected. Upon receipt the final report results will be presented to the Commissioners.

Director Tavares then presented and explained to the Commissioners a financial report which had been prepared at his request by Authority Controller, Linda Furtado, who he acknowledged and thanked. This report covered the first five months of this fiscal year, October 1, 2008 through February 28, 2009. It indicated actual and budgeted income and expenses by project and in total. He noted that total income was **(\$89,598.62)** less than budgeted income projections and expenses were **(\$183,311.09)** below budgeted expenses. Actual income exceeded actual expenses by **\$167,915.07**. He further stated that this type report and information will be presented to the Commissioners on a regular basis. Commission Faria moved and Commission Vargas seconded a motion to accept the Directors' report as presented. Motion carried.

PUBLIC HOUSING VACANCY REPORT

Lori Pontus reported that there are 15 vacant units and a total of 246 individuals on the waiting list. There are 2 applicants waiting who have three preferences, 17 with two, 85 with one and 142 with zero preference. She then spoke to the vacancies, their status and the over all status of applicants at this time. Terry Correia added that the Home Ownership Program will be re-advertised as the present list has been exhausted. Commission Vargas requested information regarding that program which Terry said would be sent to her. Commission Barao moved and Commission Vargas seconded a motion to accept the Vacancy Report as presented. Motion carried.

SECTION 8 OCCUPANCY REPORT

Commissioner Faria made a motion, Second by Commissioner Tillou to accept the report as presented by Section 8 Coordinator Terry Correia. She indicated that there was limited activity due to the fact that they were working with reserve funds, waiting for current allocation information. She also informed them that the waiting list is being adjusted to evidence the effect of the ongoing list purge process.

PAID BILL REPORT

Director Tavares noted two items in the February Paid Bill Report. The first was **\$31,410.40** to the City of East Providence. This is a bill for water usage. The second item was **\$26,700.00** to Shanix Corporation. This was the cost of the new security entry systems at Harbor View, City View and Goldsmith Manors. He reminded the Commissioners that we had received a grant in the amount of **\$20,000.00** from the State of Rhode Island Department of Elderly Affairs towards this project. A motion was made by Commissioner Faria and Seconded by Commissioner Barao to approve the Paid Bill Report for the month of February, 2009 in the amount of **\$189,603.87**, this was unanimously approved.

Director Tavares then identified three bills of interest on the March Paid Bill Report. The first was **\$4,947.03** to the Kirshner Company. This was for repairs to the heating (boilers) system at City View. The second was **\$2,385.00** to the Briden Corporation. He informed the Commissioners that Briden was the corporate name for Bath Fitters who does regular work for the Authority and lastly **\$8,970.00** payable to Freeport Construction. This was for 5 separate repairs. **\$1,975.00** for a two bedroom vinyl floor replacement in CV #502; **\$1,350.00** for painting of HV #208; **\$1,250.00** each for painting of GS # 304 and #305 and **\$2,950.00** for floor replacement and painting of CV #212. Mr. Faria had a question regarding **\$1,500.60** paid to the Laborers International to which Director Tavares responded that was the employer contribution to the Laborers' Pension Fund. Commissioner Faria then moved and Commissioner Barao seconded a motion to approve the March Paid Bill Report in the amount of **\$197,496.78**, motion carried.

UNFINISHED BUSINESS:

None

REQUISITIONS:

\$7,560.00 to Castellucci, Galli Corporation. Services provided in regards to the Elevator upgrade/replacement project for City View Manor. Commissioner Barao moved for approval seconded by Commissioner Vargas. Unanimously approved on a roll call vote.

RESOLUTIONS:

No. 456 Whereas, it is the desire of the East Providence Housing Authority to file a Public Housing Operating Subsidy submission for financial 2009. Commissioner John Faria moved that the Resolution 456 be finally adopted as introduced and read. The motion was seconded by Commissioner Marianne Barao. On a roll call vote all Commissioners voted aye and Chairman Smith declared resolution 456 adopted.

NO. 457 Whereas, it is the desire of the East Providence Housing Authority to approve original ARRA Capital Fund Budget 2009, Grant RI43S00750109; and to appoint the Executive Director to act on behalf of the PHA to execute any and all documents to authorize and receive funds. Commissioner John Faria moved that the Resolution 457 be finally adopted as introduced and read. The motion was seconded by Commissioner Dorothy Tillou. On a roll call vote all Commissioners voted aye and Chairman Smith declared resolution 457 adopted.

NEW BUSINESS

The next meeting will be held on May 19, 2009 at Harbor View Manor.

ADJOURNMENT

Commissioner Faria moved and Commissioner Vargas seconded a motion to adjourn the meeting at 5:45PM. Said motion was approved.

Respectfully submitted,

Paul J. Tavares
Executive Director/Secretary

Transcribed by pjtares